

SVRS Election Checklist II: Completing Milestones

2014 General Election

November 4th, 2014



This Checklist covers the following for the 2014 General Election:

- ✓ Review of Checklist I and MyVote Ballots
- ✓ The State has checked Milestone #3
- ✓ County election setup tasks (Deadline for checking Milestone #3: September 8th, 2014)
 - Counties should check Milestone #3 at the earliest possible date after all contests and candidates have been entered in SVRS so that municipal clerks can begin their absentee preparations.
 - **All counties and municipalities in the 17th Senate District must remain at Milestone #2 due to the recount and potential for an appeal in Senate District 17. (Grant, Green, Iowa, Juneau, Lafayette, Monroe, Richland, Sauk and Vernon)**
- ✓ Municipal election setup tasks (Deadline for checking Milestone #4: September 18th, 2014)

Please complete the tasks as outlined. Contact the G.A.B Help Desk at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

Review of SVRS Checklist I and MyVote Ballots

SVRS Checklist I for the 2014 General Election was posted on Aug 21st, 2014 on the G.A.B. website under Clerk Communications, located here: <http://gab.wi.gov/node/3334>

Please consult Checklist I for a review of the initial SVRS election setup tasks, including:

- Inheriting the Election
- Choosing the appropriate Polling Place Assignment Plan (PPAP) and Reporting Unit Plan (RUP)
- County election setup tasks (including sending the G.A.B. all school district referenda questions)
- (Counties) Run reports from the Canvass Reporting System
- Checking Milestone #2
- Voter Data Quality: Voter Matches and Mapping Data Quality (ensuring accurate poll books)

MyVote Wisconsin – The quality of 2014 General Election ballots accessed by UOCAVA voters through the MyVote website (myvote.wi.gov) depends on the care and conscientiousness with which election officials have entered contest and candidate information in SVRS. All contests at the state, county and municipal levels need to be complete and accurate in SVRS. The deadline to send absentee ballots to electors who have requested them and for all contests and candidates to be entered in SVRS is September 18th, 2014.

- **MyVote Webinar:** <http://gab.wi.gov/clerks/education-training/webinars>. This recently recorded one hour webinar offers instructional information on MyVote, including the importance of contests and candidates and covers the MyVote email notifications in detail. The accompanying “MyVote Webinar Materials” PDF also covers a lot of the same information and is a good reference document.

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County Level Tasks for Completing Milestones

Tasks To Complete	Explanation																																
<div><div><input type="checkbox"/> Step 1: Continue to add contests and candidates to the General Election.</div><div>Please review numbering scheme for contest ballot positions (see right).</div></div>	<div>Add all county-level contests and candidates.</div> <div><table><tr><th colspan="2">Office Contests Numbering Scheme for Ballot Positions in SVRS:</th><th colspan="2">Referenda Numbering Scheme for Ballot Positions in SVRS:</th></tr><tr><td>State:</td><td>001000 - 099999</td><td>State:</td><td>700000 - 709999</td></tr><tr><td>County:</td><td>100000 - 199999</td><td>County:</td><td>710000 - 719999</td></tr><tr><td>Multi-Jurisdictional Judge:</td><td>200000 - 299999</td><td>Multi-Jurisdictional Judge:</td><td>720000 - 729999</td></tr><tr><td>Municipality:</td><td>300000 - 399999</td><td>Municipality:</td><td>730000 - 739999</td></tr><tr><td>Union/Unified School District:</td><td>400000 - 499999</td><td>Union/ Unified School District:</td><td>800000 - 899999</td></tr><tr><td>Common School District:</td><td>500000 - 599999</td><td>Common School District:</td><td>900000 - 969999</td></tr><tr><td>Special District:</td><td>600000 - 699999</td><td>Special District:</td><td>970000 - 999999</td></tr></table></div> <div>If you have a special nonpartisan election, please be in contact with the G.A.B.</div> <div><div>See SVRS Checklist I for contest instructions and examples: Checklist I</div><div>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</div><div>Chapter Link: Election Setup</div></div>	Office Contests Numbering Scheme for Ballot Positions in SVRS:		Referenda Numbering Scheme for Ballot Positions in SVRS:		State:	001000 - 099999	State:	700000 - 709999	County:	100000 - 199999	County:	710000 - 719999	Multi-Jurisdictional Judge:	200000 - 299999	Multi-Jurisdictional Judge:	720000 - 729999	Municipality:	300000 - 399999	Municipality:	730000 - 739999	Union/Unified School District:	400000 - 499999	Union/ Unified School District:	800000 - 899999	Common School District:	500000 - 599999	Common School District:	900000 - 969999	Special District:	600000 - 699999	Special District:	970000 - 999999
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<div><div><input type="checkbox"/> Step 2: Run the Election Night Call-In Sheet and/or the Canvass Report-GAB 106.</div><div>Continue to run the Pre-Canvassing Reporting Unit List.</div></div>	<div>These reports show all contests and candidates and can be used to verify that all contests and candidates have been entered into SVRS correctly.</div> <div>Counties are also encouraged to continue to run the Pre-Canvassing Reporting Unit List. Reporting units selected by municipalities for the General Election in SVRS must <u>match</u> the programming established for the electronic voting equipment. <u>Failure to do so will complicate the canvass reporting process.</u></div> <div>SVRS Manual: Canvass, page 7</div>																																
<div><div><input type="checkbox"/> Step 3: Counties should check Milestone #3 as soon as possible, but no later than Monday, September 8th, 2014.</div><div>All counties and municipalities in the 17th Senate District must remain at Milestone #2 due to the recount and potential for an appeal in Senate District 17.</div></div>	<div><u>Contests and candidates must be complete and correct prior to checking Milestone #3.</u> If you have any questions or would like the G.A.B. to review your contests, please do not hesitate to contact the Help Desk.</div> <div>Please ensure that <u>county referenda</u> have been added in addition to any officeholder contests.</div> <div>By checking Milestone #3 before Monday September 8th, this helps municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Thursday, Sep. 18th.</div> <div>Notify Self-Providers that Milestone #3 has been checked at the county level.</div> <div>SVRS Manual: Election Setup, page 28</div>																																

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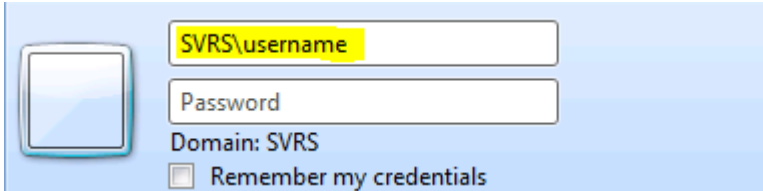
Counties should enter all contest and candidate information as soon as possible and check Milestone #3 so municipalities can begin absentee work.

Municipal Self-Providers/Provider Tasks for Election Setup

Tasks To Complete	Explanation																
<input type="checkbox"/> Step 1: Add any special election contests in SVRS. Please review numbering scheme for contest ballot positions (see right).	<p>All contests and candidates will be entered either by the State or County for the 2014 General Election <u>unless</u> your municipality has a special election or referendum question.</p> <p>Please remember to enter your local contests and referenda in SVRS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Office Contests Numbering Scheme for Ballot Positions in SVRS:</th><th style="text-align: left;">Referenda Numbering Scheme for Ballot Positions in SVRS:</th></tr> </thead> <tbody> <tr> <td>State: 001000 - 099999</td><td>State: 700000 - 709999</td></tr> <tr> <td>County: 100000 - 199999</td><td>County: 710000 - 719999</td></tr> <tr> <td>Multi-Jurisdictional Judge: 200000 - 299999</td><td>Multi-Jurisdictional Judge: 720000 - 729999</td></tr> <tr> <td>Municipality: 300000 - 399999</td><td>Municipality: 730000 - 739999</td></tr> <tr> <td>Union/Unified School District: 400000 - 499999</td><td>Union/ Unified School District: 800000 - 899999</td></tr> <tr> <td>Common School District: 500000 - 599999</td><td>Common School District: 900000 - 969999</td></tr> <tr> <td>Special District: 600000 - 699999</td><td>Special District: 970000 - 999999</td></tr> </tbody> </table> <p style="text-align: center;">If you have a special nonpartisan election, please contact the G.A.B.</p> <p style="text-align: center;"><i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</i> Chapter Link: Election Setup</p>	Office Contests Numbering Scheme for Ballot Positions in SVRS:	Referenda Numbering Scheme for Ballot Positions in SVRS:	State: 001000 - 099999	State: 700000 - 709999	County: 100000 - 199999	County: 710000 - 719999	Multi-Jurisdictional Judge: 200000 - 299999	Multi-Jurisdictional Judge: 720000 - 729999	Municipality: 300000 - 399999	Municipality: 730000 - 739999	Union/Unified School District: 400000 - 499999	Union/ Unified School District: 800000 - 899999	Common School District: 500000 - 599999	Common School District: 900000 - 969999	Special District: 600000 - 699999	Special District: 970000 - 999999
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<input type="checkbox"/> Step 3: Generate Ballot Styles and rename Ballot Styles (optional, but	<p>The ballot style description prints on the poll book and can be helpful to your election inspectors.</p> <p style="text-align: center;"><i>SVRS Manual: Election Setup, page 29</i></p>																

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Tasks To Complete	Explanation
preferred).	
<input type="checkbox"/> Step 4: Check Milestone #4 no later than Thursday, September 18th .	This is the deadline for municipal clerks to finalize ballot styles (Milestone #4) in SVRS, in order to accommodate online absentee requests made by military and overseas voters on MyVote Wisconsin.
<input type="checkbox"/> Step 5: Access your Ineligible Voter List on the CRM ElectionData website: http://electiondata.gab.wi.gov <u>Please access CRM prior to the election to ensure that your username, password and authorization are up-to-date and working.</u>	<p>Prior to issuing any absentee ballots or permitting an elector to register late in the clerk's office, clerks must review the Ineligible List to confirm that the elector will not be ineligible to vote on the day of the election.</p> <p>Reminder: When accessing the website, "SVRS\" needs to precede your username.</p>  <p style="text-align: center;">SVRS Manual: Ineligible Voter List</p>
<input type="checkbox"/> Step 6: Issue Absentee ballot labels or Enter ballots for UOCAVA voters in Absentee Lite.	<p>Self-Providers who use SVRS to track Absentee Ballots should issue absentee ballot labels for all absentee electors with approved applications on file. Clerks (or their providers) who use Absentee Lite to track military and overseas ballots should record the ballot immediately after sending the ballot.</p> <p style="text-align: center;">SVRS Manual: Absentee Ballots, Absentee Lite</p>
<p style="text-align: center;">CLOSE OF REGISTRATION: Wednesday, October 15th, 2014</p> <ul style="list-style-type: none"> • Enter all complete GAB-131s from voters who registered in person by close of business October 15th, 2014. • Enter all mailed complete GAB-131s that are postmarked on or before October 15th, 2014. • Review any New or Pending applications to see if voters have provided sufficient information to process them. • Online Mail or Online Late applications cannot be processed until you receive the paper form in your office. • Remember that Proof of Residence must be included with all registrations in order to be complete, except for Military and Permanent Overseas. <p style="text-align: center;">Please see Voter Applications and the My Vote SVRS Manual chapters for more information.</p>	
<p style="text-align: center;">LATE REGISTRATION PERIOD: Thursday, October 16th, 2014 – Friday, October 31st, 2014</p> <ul style="list-style-type: none"> • Prior to permitting an elector to register to vote during late registration clerks must review the Ineligible Voter List (http://electiondata.gab.wi.gov). Clerks may search the list online or print the list for use during this period. • Providers who conduct in person registration on behalf of their Reliers must issue Certificates of Registration (GAB-133) to late registrants who appear in person at your office. Reliers who receive in person registrations during late registration must issue a Certificate of Registration (GAB-133) and submit a copy of the GAB-131 to their Provider as soon as possible for entry into SVRS. 	

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<input type="checkbox"/> Step 7: Print Poll Books and Check Milestone #5.	<p>Poll books cannot be printed before 5:00 p.m. on October 15th, 2014. The G.A.B. strongly encourages you to wait until <i>at least</i> the week of October 27th, 2014 to print poll books.</p> <p>NOTE: The poll book format has been improved. There are no longer numerous blank pages at the end of the poll book. The structure of the poll book is as follows:</p> <ul style="list-style-type: none"> ○ The main poll book has not been changed. It will continue to print the names and addresses of all Active voters who registered by July 23, 2014. <ul style="list-style-type: none"> • If there are no confidential voters or late registrants, the poll book will not contain page headers for these sections. • If there are confidential voters and/or late registrations, the poll book will contain these Confidential and/or Supplemental sections. <p>Election inspectors should continue to be made aware of the possibility of these additional sections of the poll book.</p> <p style="text-align: right;">SVRS Manual: Poll Book <i>See this chapter for instructions on how to print poll books (pgs. 8-13) and information about the sections included in the poll book (pgs. 14-16).</i></p>

SVRS MANUAL LINK (FOR ALL CHAPTERS): <http://gab.wi.gov/publications/manuals/svrs>

The *Election Setup*, *Canvass*, *Ineligible Voter List*, *Absentee Ballots*, *Absentee Lite* and *Poll Book* chapters are referenced in this Checklist.

SVRS CHECKLIST I: (posted August 21st, 2014 under Clerk Communications)

<http://gab.wi.gov/node/3334>

LOOKING AHEAD:

2014 General Election SVRS Checklist III – Election Day and Post-Election Tasks

- Checklist III will be posted the week of October 27th, 2014.